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V. Attachments

- A. Purchase Order Terms and Conditions (6 pages).
- B. Addendum to Terms and Conditions of Purchase Order (7 pages).
- C. Representations, Certifications, and Other Statements of Offerors or Quoters (Simplified Acquisitions) (21 pages).
- D. Standard Award - Proposal Cover Page (1 page) (**Must be submitted with proposal**).
- E. Express Award – Proposal Cover Page (1 page) (**Must be submitted with proposal**).
- F. Matrices (4 pages) (**Must be submitted with proposal**).
- G. Activity Charts (4 pages) (**Must be submitted with proposal**).
- H. Checklist for Submission (3 pages) (**Do not submit**).
- I. Cost Breakdown Form (1 page) (**Must be submitted with proposal**).
- J. Application for NLM AIDS Information Express Award (4 pages) (**Must be submitted with proposal**).
- K. Final Report Format (4 pages) (**Do not submit with proposal**).

I. STATEMENT OF WORK

A. BACKGROUND INFORMATION

The National Library of Medicine (NLM) and the National Institutes of Health (NIH) recognize that it is critical to establish relationships with organizations that encourage and foster communication and information access. A major effort to enhance understanding of information needs, resources, and services began in June 1993 when NLM and the NIH Office of AIDS Research (OAR) cosponsored a conference that brought together users of NIH information resources including health care providers, scientists, information specialists, journalists, and members of the community affected by HIV/AIDS. The purpose of the conference was to review the various HIV/AIDS information services, assess current efforts with respect to needs, and identify additional needs. The resultant recommendations were widely circulated and continue to be utilized for planning and informational purposes. The conference report is available on the NLM AIDS Web Site (<http://www.sis.nlm.nih.gov/HIV/nihrpt.pdf>).

Patients and the affected community want access to the most up-to-date and accurate health information to manage their care and make informed decisions about their health. Health care providers and health educators also need access to the latest and best information to provide the highest quality of care. Information access disparity exists in many communities that are affected by the digital divide and lack access to electronic information resources. NLM is committed to assisting community-based organizations to obtain the ability to access and use the spectrum of information resources that are currently available.

On May 9, 1994, the National Library of Medicine issued a Request for Quotations (RFQ) for AIDS Community Information Outreach projects. Similar solicitations were issued in 1995 - 2004 (see <http://sis.nlm.nih.gov/Outreach/aids.htm> for a list of award recipients). The purpose of these projects was to improve access to HIV/AIDS-related information by patients, the affected community, and their caregivers. As a result of the AIDS Community Information Outreach RFQs, over 180 organizations have received awards.

B. PURPOSE AND OBJECTIVES

The primary purpose of these outreach projects is to design local programs for improving health information access for patients and the affected community as well as their caregivers and the general public. Emphasis is on providing information or access to health and medical information in a way meaningful to the target community.

Projects must involve one or more of the following information access categories:

1. Information Retrieval: To provide or improve access to electronic AIDS- and other health-related information resources by the organization or by the clients they serve in and to implement access to state-of-the-art AIDS-related information tools via the Internet. This may require the purchase of hardware (computer equipment), software, or contractual relationships necessary to obtain a connection to the Internet for the purpose of accessing AIDS-related information or of sharing AIDS-related information.

2. Skills Development: Training to develop skills in accessing or using HIV/AIDS-related information including using online databases and general AIDS information resources in order to improve services and benefits to the community. This may include training for the staff of the agency, development of training programs for clients and patrons, training programs for other agencies, etc.
3. Resource Development: To support an organization to meet the needs of their clients or communities by developing specific educational or informational materials such as culturally or language specific fact sheets, bibliographies, guides or other products.
4. Document Access: Access to HIV/AIDS-related documents and other types of health information. e.g., Development of connections with local health sciences libraries to obtain use of their collections, to procure interlibrary loan services, etc.

NLM is particularly interested in involving the affected community in the development of these new programs. Emphasis will be placed upon the following types of organizations or arrangements for developing these programs.

- a. Community-based organizations (CBO) or patient advocacy groups currently providing AIDS-related services to the affected community. This encompasses both individual groups wishing to enhance their own services, as well as several cooperating for the purpose of this project.
- b. Public Libraries wishing to serve their communities in the provision of AIDS-related information and resources.
- c. Health departments or other local, municipal, or state agencies working to improve the public health.
- d. Faith-based organizations currently providing AIDS-related services to the affected community.
- e. Multi-type consortia of the above listed organizations that may be in existence or formed specifically for this project. This consortium should include at least one of the groups listed above in the management of the project, but may include other types of agencies, such as health sciences libraries, that may be able to provide expertise and resources for the project. Where necessary, formation of consortia for the purpose of carrying out an NLM-supported project is strongly encouraged.

To take advantage of what has been learned so far, NLM has modified this program to now include two categories of awards:

- (1) Standard award with a maximum value of \$50,000. A full, detailed proposal must be submitted. The award may be made for a new project or the continuation or expansion of a project previously funded by NLM
- (2) Express award with a maximum value of \$10,000. A format for a simplified proposal is

included in the solicitation package. An express award may be made for a new project or for the continuation or expansion of a previously funded project.

Each of these categories will be evaluated separately. NLM anticipates making multiple awards in each category depending upon the number and quality of proposals received.

NLM anticipates making the following number of awards:

Category 1 – Standard award: 2 – 8 awards

Category 2 – Express award: 5 – 30 awards

C. PERIOD OF PERFORMANCE

The period of performance of this purchase order shall be up to eighteen (18) months from the date the project begins. Awards will be made by September 30, 2005.

D. REPORTING REQUIREMENTS

During the course of the project the contractor shall prepare and submit the following reports:

STANDARD AWARD

1. Quarterly Reports: Include a narrative description of the activities during the reporting period and the activities planned for the ensuing reporting period. As a minimum, this report shall include progress toward the major objectives of the project and any problems encountered and steps taken to resolve them.
2. Final Report: Include a narrative summary of the project's accomplishments; copies of all materials developed as part of the project; any evaluation and measurable impact upon the community targeted. The final report shall be submitted on or before the tenth day after the end of the performance period and be submitted in the following format contained in Attachment K:

EXPRESS AWARD

1. Mid-project Report: After nine months, or half way through the project a narrative report shall be submitted to NLM. This report shall include a description of the project made toward achieving the major objectives of the project and any problems encountered as well as steps taken to resolve them.
2. Final Report: Include a narrative summary of the project's accomplishments; copies of all materials developed as part of the project; any evaluation and measurable impact upon the community targeted. The final report shall be submitted on or before the tenth day after the end of the performance period and be submitted in the following format contained in Attachment K:

In addition, recipients of either type of award:

3. NLM Evaluation: NLM anticipates performing an overall evaluation of the effectiveness

of this procurement. All contractors are required to participate fully in this evaluation. The evaluation may take one or more of the following forms: a site visit by an NLM representative; written or verbal responses to NLM inquiries; a symposium held at NLM or other sites which will require presentations and discussions by the project directors; and others to be determined later.

E. DELIVERABLES

THE FOLLOWING SECTIONS OF DELIVERY/REPORTING SCHEDULE AND GOVERNMENT PROPERTY WILL TAKE EFFECT UPON AWARD OF THE PURCHASE ORDER

*****REPORTING SCHEDULE WILL BE COMPLETED UPON AWARD OF THE PURCHASE ORDER*****

- a. Satisfactory performance shall be deemed to occur upon delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the following items in accordance with the stated delivery schedule. The items specified below shall be delivered f.o.b. destination in accordance with any by the delivery dates(s) specified below:

Item	Description	Reporting Period	Delivery Date
(aa)	Materials developed as a result of the project		
(bb)	Demonstration and copy of any software developed to improve access to HIV/AIDS-related information		
(cc)	Quarterly Reports with updated matrices (STANDARD AWARD) or Midproject Report (EXPRESS AWARD)		
(dd)	Final Report with completed matrices		
(ee)	NLM Evaluation		

- (ff) Publicity received by the project in any media such as newspapers, local television news, newsletters, etc.
- (gg) Pictures or photographs of project activities or personnel involved in the project along with releases permitting NLM to use these pictures in reports, on the web or in other NLM materials

b. Copies of Reports

Copies of the above items shall be addressed and delivered to the following individuals in the quantities specified below:

Report	No. of Copies	Addressee
Quarterly Reports	1	TO BE NAMED AT TIME OF AWARD
Final Report	2	Project Officer National Library of Medicine 6707 Democracy Blvd. Suite 510, Room _____ Bethesda, Maryland 20892-5467
Final Report	1	Cara Y. Calimano Contracting Officer's Representative Office of Acquisitions Management National Library of Medicine 8600 Rockville Pike Building 38A, Room B1N20 Bethesda, Maryland 20894

F. GOVERNMENT PROPERTY

- a. After the contract is awarded, the Contractor shall furnish to the Contracting Officer or his/her representative, price quotations from three (3) individual small businesses for any equipment to be purchased as a part of the contract. The Contractor shall also furnish any justifications to document why a particular brand of equipment was selected. Upon receipt of the three (3) price quotations the Contracting Officer shall submit to the Contractor his/her approval of the equipment purchase in writing.

b. Contractor-Acquired Government Property

(1) FOR EDUCATIONAL OR NON-PROFIT INSTITUTIONS.

Pursuant to the FAR Clause 52.245-2, GOVERNMENT PROPERTY with Alternate II (Jul. 1985), incorporated in this purchase order as Attachment 1, The contractor is hereby authorized to acquire the property for use in direct performance of the purchase order, upon receipt of the Contracting Officer's written approval, based on Contractor-furnished prices and evidence of competition. This purchase order is with an educational or nonprofit institution whose primary purpose in the conduct of scientific research. Therefore, in accordance with the Clause, GOVERNMENT PROPERTY, title to equipment shall vest in the Contractor; The Government reserves the right to direct transfer of the title to the equipment to the Government or to a third party within twelve months after completion or termination of the purchase order. The transfer of title to such equipment to the Government or to a third party shall not be the basis for any claim against the Government by the Contractor.

(2) FOR COMMERCIAL OR FOR PROFIT INSTITUTIONS

Pursuant to the FAR Clause 52.245-2 GOVERNMENT PROPERTY, incorporated in this purchase order as Attachment 1, the Contractor will be authorized to acquire the property for use in direct performance of the purchase order, upon receipt of the Contracting Officer's written approval, based on Contractor-furnished prices and evidence of competition.

II. GENERAL INFORMATION TO OFFERORS

A. INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITION

(a) *Definitions.* As used in this provision--

Discussions are negotiations that occur that may, at the Contracting Officer's discretion, result in the quoter being allowed to revise its quotation.

In writing or written means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

Quotation modification is a change made to a quotation before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

Quotation revision is a change to a quotation made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last

day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

- (b) *Amendments to solicitations.* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Quoters shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).
- (c) *Submission, modification, revision, and withdrawal of quotations.* (1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, quotations and modifications to quotations shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the quoter. Quoters using commercial carriers should ensure that the quotation is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.
 - (2) The first page of the quotation must show--
 - (i) The solicitation number;
 - (ii) The name, address, and telephone and facsimile numbers of the quoter (and electronic address if available);
 - (iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;
 - (iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the quoter's behalf with the Government in connection with this solicitation; and
 - (v) Name, title, and signature of person authorized to sign the quotation. Quotations signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
 - (3) *Late quotations and revisions.* (i) Any quotation received at the office designated in the solicitation after the exact time specified for receipt of quotes will not be considered unless it is received before award is made and--
 - (A) It was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of quotations (e.g., a quotation submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
 - (B) It was sent by mail (or telegram or facsimile, if authorized) or hand-carried (including delivery by a commercial carrier) if it is determined by the Government that the late receipt was due primarily to Government mishandling after receipt at the Government installation;
 - (C) It was sent by U.S. Postal Service Express Mail Next Day

Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of quotations. The term ``working days" excludes weekends and U.S. Federal holidays;

- (D) It was transmitted through an electronic commerce method authorized by the solicitation and was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of quotations; or
 - (E) There is acceptable evidence to establish that it was received at the activity designated for receipt of quotations and was under the Government's control prior to the time set for receipt of quotations, and the Contracting Officer determines that accepting the late quotation would not unduly delay the procurement; or
 - (F) It is the only quotation received.
- (ii) Any modification or revision of a quotation or response to request for information, including any final quotation revision, is subject to the same conditions as in subparagraphs (c)(3)(i)(A) through (c)(3)(i)(E) of this provision.
 - (iii) The only acceptable evidence to establish the date of mailing of a late quotation or modification or revision sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the quotation, response to a request for information, or modification or revision shall be processed as if mailed late. ``Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, quoters or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.
 - (vi) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the quotation wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.
 - (vii) The only acceptable evidence to establish the date of mailing of a late quotation, modification or revision, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the ``Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service.

“Postmark” has the same meaning as defined in paragraph (c)(3)(iii) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, quoter or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

- i. Notwithstanding paragraph (c)(3)(i) of this provision, a late modification or revision of an otherwise successful quotation that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.
 - ii. Quotations may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile quotations, quotations may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Quotations may be withdrawn in person by a quoter or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the quotation before award.
- (viii) If an emergency or unanticipated event interrupts normal Government processes so that quotations cannot be received at the office designated for receipt of quotations by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of quotations will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office.
- (4) Unless otherwise specified in the solicitation, the quoter may propose to provide any item or combination of items.
- (5) Quotations submitted in response to this solicitation shall be in English and in U.S. dollars, unless otherwise permitted by the solicitation.
- (6) Quoters may submit modifications to their quotations at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
- (7) Quoters may submit revised quotations only if requested or allowed by the Contracting Officer.
- (8) Quotations may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

- (d) *Quotation expiration date.* Quotations in response to this solicitation will be valid for a period of 30 calendar days (unless a different period is proposed by the quoter).
- (e) *Restriction on disclosure and use of data.* Quoters that include in their quotations data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall--
 - (1) Mark the title page with the following legend: This quotation includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this quotation. If, however, a purchase order is awarded to this quoter as a result of--or in connection with-- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting purchase order. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and
 - (2) Mark each sheet of data it wishes to restrict with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this quotation.
- (f) *Purchase order award.*
 - (1) The Government intends to award a purchase order or purchase orders resulting from this solicitation to the responsible quoter(s) whose quotation(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.
 - (2) The Government may reject any or all quotations if such action is in the Government's interest.
 - (3) The Government may waive informalities and minor irregularities in quotations received.
 - (4) The Government shall evaluate quotations and may award a purchase order without discussions with quoters (except clarifications as described in FAR 15.306(a)). Therefore, the quoter's initial quotation should contain the quoter's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.
 - (5) The Government reserves the right to make an award on any item for a quantity less than the quantity quoted, at the unit cost or prices quoted, unless the quoter specifies otherwise in the quotation.
 - (6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

- (7) Exchanges with quoters after receipt of a quotation do not constitute a rejection or counteroffer by the Government.
- (8) The Government may determine that a quotation is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A quotation may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.
- (9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

B. NAIC CODE AND SIZE STANDARD

NOTICE TO QUOTERS: THE FOLLOWING INFORMATION IS TO BE USED IN COMPLETING BLOCK 11 OF SF 18, REQUEST FOR QUOTATIONS; AND FAR 52.219-1, SMALL BUSINESS PROGRAM REPRESENTATIONS (JANUARY 1997) OF THE ATTACHED REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR QUOTERS (SIMPLIFIED ACQUISITIONS).

1. The North American Industry Classification System (NAIC) code for this acquisition is 541990.
2. The small business size standard for this acquisition is \$6 million.
3. This requirement is not set-aside for small business. However, the Federal Acquisition Regulation (FAR) requires in every solicitation, (except for foreign acquisitions) the inclusion of the Standard Industrial Classification (SIC) Code and corresponding size standard which best describes the nature of the requirement in the solicitation.

C. TECHNICAL PROPOSAL INSTRUCTIONS

Proposals will be accepted from individual community-based organizations, consortia of community-based organizations, faith-based organizations, public libraries, health sciences libraries, departments of public health, or multi-type consortia, which include CBOs, patient advocacy groups, or public libraries (e.g., CBO and hospital library).

STANDARD AWARD

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. The technical approach should include as much detail as you consider necessary to fully explain the proposed approach or method. The technical proposal should reflect a clear understanding of the nature of the work being undertaken. The technical proposal must include information on how the project is to be organized, staffed, and managed. In addition to the narrative, the MATRIX (Attachment B) must be completed with the goals, target audience, etc., for the project.

The technical proposal to clearly describe what work will be performed as part of the overall project, how it will be performed, who will be doing the work, and how the work related to the overall goals of the proposed project. In addition, the proposal should address why this project is significant and should be funded.

Proposals, which merely offer to conduct a program in accordance with the requirements of the Government's scope of work, will not be eligible for further consideration.

A Checklist for Submission is included as Attachment H. This checklist is intended to help you; it is not a requirement and does not need to be included in your proposal. This list includes information that reviewers look for and use in evaluating the proposals.

PROJECT DESCRIPTIONS ARE EXPECTED TO BE BRIEF -- APPROXIMATELY 10 PAGES.

D. NUMBER OF COPIES

PROPOSERS SHALL SUBMIT ONE ORIGINAL AND NINE (9) COPIES OF THE REQUEST FOR QUOTATIONS.

Every proposal must include Attachment D or Attachment E as the cover of the entire proposal. Attachment D and Attachment E indicates the category for which the proposal is being submitted and includes a one (1) paragraph project summary; and submitted in an original and nine (9) copies to the address shown in Block 5A of the Standard Form 18.

E. TYPE OF AWARDS

It is anticipated that multiple awards will be made from this solicitation and that the award(s) will be made on or about September 30, 2005. To take advantage of what has been learned so far, NLM has modified this program to now include two categories of awards:

- (1) Standard award with maximum value of \$50,000. A full, detailed proposal must be submitted. The award may be made for a new project or the continuation or expansion of a project previously funded by NLM.
- (2) Express award with a maximum value of \$10,000. A format for simplified proposal is included in the solicitation package. An express award may be made for a new project or for the continuation or expansion of a previously funded project.

F. COMMITMENT OF PUBLIC FUNDS

The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with the proposed acquisition. Any other commitment, either explicit or implied, is invalid.

G. COMMUNICATIONS PRIOR TO PURCHASE ORDER AWARD

Quoters shall direct all communications to the attention of the Purchasing Agent cited in Block 5B of SF 18, Request for Quotations. Communications with other officials may compromise the competitiveness of this acquisition and result in cancellation of the requirement.

H. COMPARATIVE IMPORTANCE OF QUOTES

You are advised that paramount consideration shall be given to the evaluation of the technical portion of quotes. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price. However, the Government reserves the right to make an award to the best advantage of the Government, cost and other factors considered.

I. PREPARATION COSTS

This RFQ does not commit the Government to pay for the preparation and submission of a quotation.

J. POTENTIAL AWARD WITHOUT DISCUSSIONS

The Government reserves the right to award a purchase order without discussions if the Contracting Officer determines that the initial prices are fair and reasonable and that discussions are not necessary.

K. ORDERING TERMS AND CONDITIONS

- C The quoter must specify the unit price quoted for each Item Number listed in Block 12(b) of SF 18.
- C Prices quoted for this RFQ are Open Market or General Services Administration (GSA) Federal Supply Schedule (FSS) prices. For items quoted from the FSS, the quoter must cite its FSS contract number. The quoter must also provide a copy of its FSS contractor's price list with its quote.
- C The quoter must indicate the Quantity, Item, and Trade Discounts being quoted for each line item listed in Block 12(b) of the SF 18. If none, so state.
- C The quoter must indicate a period of delivery, citing the number of days after receipt of a purchase order document in which delivery will be performed.
- C The quoter must indicate the F.O.B. Point (cite 'O' for Origin and 'D' for Destination). [Reference Item No. ****(REQ50015)****, Transportation & Shipping Terms, of the attached Addendum to Terms and Conditions of Purchase Order.]

L. PURCHASE ORDER TERMS AND CONDITIONS

The attached Purchase Order Terms and Conditions shall be made a part of any purchase order awarded as a result of this RFQ.

The attached Addendum to Terms and Conditions of Purchase Order shall be made a part of any purchase order awarded as a result of this RFQ.

M. REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR QUOTERS (SIMPLIFIED ACQUISITIONS)

IF YOU INTENT TO SUBMIT A PROPOSAL, YOU MUST HAVE SUBMITTED YOUR REPRESENTATIONS AND CERTIFICATIONS VIA THE ONLINE REPRESENTATIONS AND CERTIFICATIONS APPLICATION (ORCA) AT <http://orca.bpn.gov>.

N. PRIVACY ACT

The Privacy Act of 1974 (P.L. 93-579) requires that a Federal agency advise each individual whom it asks to supply information, the authority which authorizes the solicitation, whether disclosure is voluntary or mandatory, the principal purpose for which the information is intended to be used, the uses outside the agency which may be made of the information, and the effects on the individual, if any, of not providing all or any part of the requested information.

The NIH is requesting the information called for in this RFQ pursuant to the authority provided by Sec. 301(a)(7) of the Public Health Service Act, as amended, and P.L. 92-218, as amended.

Providing the information requested is entirely voluntary. The collection of this information is for the purpose of conducting an accurate, fair, and adequate review prior to a discussion as to whether to award a purchase order.

Failure to provide any or all of the requested information may result in a less than adequate review.

In addition, the Privacy Act of 1974 (P.L. 93-579, Section 7) requires that the following information be provided when individuals are requested to disclose their social security number.

Provision of the social security number is voluntary. Social security numbers are requested for the purpose of accurate and efficient identification, referral, review and management of NIH acquisition programs. Authority for requesting this information is provided by Section 301 and Title IV of the PHS Act, as amended.

The information provided by you may be routinely disclosed for the following purposes:

- C to the cognizant audit agency and the General Accounting Office for auditing.
- C to the Department of Justice as required for litigation.
- C to respond to congressional inquiries.
- C to qualified experts, not within the definition of Department employees, for opinions as a part of the review process.

O. PUBLICATION AND PUBLICITY

The contractor shall acknowledge the support of the National Institutes of Health whenever publicizing the work under this contract in any media by including an acknowledgment substantially as follows:

“This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services under Contract _____.

P. ELECTRONIC AND INFORMATION TECHNOLOGY STANDARDS

Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by P.L. 105-220 under Title IV (Rehabilitation Act Amendments of 1998) all Electronic and Information Technology (EIT) developed, procured, maintained and/or used under this contract shall be in compliance with the “Electronic and Information Technology Accessibility Standards” set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the “Access Board”) in 36 Chapter Part 1194. The complete text of Section 508 Final Standards can be assessed at <http://www.access-board.gov/>

The standards applicable to this requirement are identified in **Background/Statement of Work** Section of the specific RFP.

Q. ANTI – LOBBYING

Pursuant to Section 503(a) of Public Law 105-78, contract funds shall not be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before Congress or any State legislature, except in presentation to the Congress or any other State legislature itself.

R. PRESS RELEASES

Pursuant to Section 508 of Public Law 105-78, the contractor shall clearly state, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money that (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

S. OMB CLEARANCE

In accordance with HHSAR 352.270-7, Paperwork Reduction Act, the Contractor shall not proceed with surveys or interviews until such time as Office of Management and Budget (OMB) Clearance for conducting interviews has been obtained by the Project Officer and the Contracting Officer has issued written approval to proceed.

T. SELECTION OF OFFEROR

1. The acceptability of the technical portion of each quotation will be evaluated by a technical review committee or a member of the Government's technical staff. Each quotation will be evaluated in strict conformity with the evaluation criteria in the RFQ utilizing point scores and written critiques. The quoter may be requested to submit clarifying information.
2. The business portion of each quotation will be subjected to a cost/price analysis (as appropriate), management analysis, etc.
3. If award will be made without conducting discussions, quoters may be given the opportunity to clarify certain aspects of their quotations (e.g., the relevance of a quoter's past performance information and adverse past performance information to which the quoter has not previously had an opportunity to respond) or to resolve minor or clerical errors.
4. Best-Value Analysis. A final best-value analysis will be performed taking into consideration the results of the technical evaluation, cost analysis, and ability to complete the work within the Government's required schedule. The Government reserves the right to make an award to the best advantage of the Government, technical merit, cost, and other factors considered.
5. The NLM reserves the right to make a single award, multiple awards, or no award at all as a result of this RFQ. In addition, the RFQ may be amended or canceled as necessary to meet NLM's requirements.

U. SOLICITATION PROVISIONS INCORPORATED BY REFERENCE [FAR 52.252-1 (FEBRUARY 1998)].

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The quoter is cautioned that the listed provisions may include blocks that must be completed by the quoter and submitted with its quotation. In lieu of submitting the full text provisions, the quoter may identify the provision by paragraph identifier and provide the appropriate information with its quotation. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.arnet.gov/far/>.

FEDERAL ACQUISITION REGULATION (48CFR CHAPTER 1):

- a. Submission of Offers in the English Language, FAR 52.214-34 (April 1991).
- b. Submission of Offers in U.S. Currency, FAR 52.214-35 (April 1991).

III. HOW TO APPLY – INSTRUCTIONS FOR PREPARING THE TECHNICAL PORTION OF THE QUOTATION

A. INTRODUCTION

Proposals will be accepted from individual community-based organizations, consortia of community-based organizations, faith-based organizations, public libraries, health sciences libraries, departments of public health, tribes, or multi-type consortia, which include CBOs, patient advocacy groups, or public libraries (e.g., CBO and hospital library).

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. The technical approach should include as much detail as you consider necessary to fully explain the proposed approach or method. The technical proposal should reflect a clear understanding of the nature of the work being undertaken. The technical proposal must include information on how the project is to be organized, staffed, and managed. In addition to the narrative, the MATRIX (Attachment F) must be completed with the goals, target audience, etc., for the project.

The technical proposal to clearly describe what work will be performed as part of the overall project, how it will be performed, who will be doing the work, and how the work related to the overall goals of the proposed project. In addition, the proposal should address why this project is significant and should be funded.

Proposals, which merely offer to conduct a program in accordance with the requirements of the Government's scope of work, will not be eligible for further consideration.

A Checklist for Submission is included as Attachment H. This checklist is intended to help you, it is not a requirement and does not need to be included in your proposal. This list includes information that reviewers look for and use in evaluating the proposals.

PROJECT DESCRIPTIONS ARE EXPECTED TO BE BRIEF -- APPROXIMATELY 10 PAGES.

B. TECHNICAL DISCUSSIONS

The suggested outline for the technical discussion is as follows:

1. Cover sheet: Include project title, date of submission, name, address, telephone, telefacsimile and e-mail (if available) numbers of the submitting organization(s) along with specific contact personnel for both administrative and technical aspects of the project (may be the same person). In addition, a one-paragraph summary of the project (approximately 250-400 words) should be included.
2. Statement of work: Describe the project and include at least the following information:

Objectives. State the goals, objectives, and the specific accomplishments to be achieved. Indicate the need for the project and its relationship to any similar projects currently underway, if any.

Background Information. Provide a narrative description of the project including what will be done, who (organizations or agencies) will be doing it, and why it is important.

Description of target group(s). Describe the populations you are focusing on for your project. Describe specifically who will be most likely to benefit from the project. If available include estimates of numbers of individuals in the target populations and the geographic area included.

Approach and Methodology. Clearly outline the general plan of work. Describe in detail the methodologies that will be use for the project and include any problems anticipated.

Evaluation. Describe plans for evaluating the success of the project. Recommend ways that NLM might evaluate this project and similar projects.

Matrix. Complete the Matrix (Attachment B) appropriately to reflect the goals, objectives, timelines, and benchmarks for the project.

Project schedule. Provide a realistic schedule for completion of the work and delivery of items specified in the statement of work.

Charts. Complete the charts in Attachment F addressing: (1) Types of activities planned, (2) Names and types of organizations involved in the project, and (3) Target populations.

3. Personnel: Describe the experience and qualifications of personnel who will work on the project. Information is required that will show the qualifications of the personnel and their recent experience with similar projects. Resumes and/or CVs of key staff should be included. If personnel will be hired, job descriptions with specific qualifications should be included.
4. Facilities. Include a description of the facilities and resources that the proposing organizations plan to use to support this project. Provide letters of commitment from all involved organizations. The letters of commitment should specify the roles of each participating organization and/or what they are providing for the proposed project.

***Funds are not provided for rental expenses.**

Funds may be requested for the following (listed below are examples only and are not meant to be all-inclusive):

- ☐ Purchase of equipment or materials for the project
- ☐ Salaries for additional staff to support the project or release current staff to carry out the project
- ☐ Document delivery
- ☐ Communications access costs
- ☐ Travel necessary and related to the project
- ☐ Developing, producing, and distributing materials for the project
- ☐ Evaluation of the project
- ☐ Costs to obtain or provide training in accessing information resources

Notice: Provide clear and detailed justification for your approach. For example, do not propose

developing a web page for your organization without including details about how this will improve information access for the target population and why another HIV/AIDS web page is necessary with all that are currently available.

EXPRESS AWARD

1. The format provided must be used when submitting the proposal. Additional information may be provided, if necessary, but is not required
2. The narrative description of the project should include a description of the work to be undertaken and how it will be done. It should briefly touch upon how the project will be organized, staffed and managed. The work to be conducted must relate to the goals and objectives stated for the project.
3. If CVs are not provided, the descriptions of the personnel involved in the project must include statements about their prior experience, education, and training.
4. Attachment E – Cover Sheet for Express Awards must be included

C. EVALUATION OF TECHNICAL PORTION OF QUOTATION

The technical portion of quotations will be evaluated in accordance with the factors, weights, and order of relative importance as described below entitled “EVALUATION FACTORS FOR AWARD”.

Quotations which merely offer to conduct the work in accordance with the requirements of the Government’s scope of work will not be eligible for award. The quoter must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.

Evaluation of the technical portion of quotations will be conducted by a technical review committee or a member of the Government’s technical staff in accordance with the weighted technical criteria stated in EVALUATION FACTORS FOR AWARD. This evaluation produces a numerical score (points) which is based upon the information contained in the quoter’s quotation only.

1. QUALIFICATIONS OF THE QUOTER

You are requested to submit a summary of your General Experience, Organizational Experience Related to this RFQ, Performance History, and Pertinent Acquisitions.

- a. General Experience: defined as general background, experience and qualifications of the quoter. A discussion of the quoter’s facilities which can be devoted to the project may be appropriate.
- b. Organizational Experience Related to this RFQ: defined as the accomplishment of work, either past or on-going, which is comparable or related to the effort required by this RFQ. This includes the quoter’s overall experience, but not the experience and/or past performance of individuals who are included in the

quotation as personnel involved with the Statement of Work in this RFQ.

- c. Performance History: defined as meeting acquisition objectives within delivery and cost schedules on efforts, either past or on-going, which is comparable or related to the effort required by this RFQ.
- d. Pertinent Acquisitions: defined as a listing of each related acquisition completed within the last three years or currently in process. The listing should include: (1) the acquisition number; (2) acquiring agency; (3) acquisition dollar value; (4) dates acquisition began and ended (or ends); (5) description of acquisition work; (6) explanation of relevance of work to this RFQ; and (7) actual delivery and cost performance versus delivery and cost agree to in the acquisition(s).

You are cautioned that omission or an inadequate or inaccurate response to this very important RFQ requirement could have a negative effect on the overall selection process. Previous work experience which is relevant to the ability of the quoter to perform will be considered in the source selection process.

2. PRICING

Prices to the Government shall be as low or lower than those charged to the quoter's most favored customer for comparable quantities under similar terms and conditions in addition to any trade or prompt payment discounts offered. Accordingly, discounts notwithstanding, the quoter must ensure that the items sold to the Government in the particular commodity category meet the requirement for "most favorable pricing" to the Government.

D. EVALUATION FACTORS FOR AWARD

1. General

In the selection of the contractor(s) for this acquisition, paramount consideration shall be given to the evaluation of the technical proposals rather than cost or price. The evaluation will be based on the demonstrated capabilities of the prospective proposers in relation to the needs of the project as set forth in the RFQ. The merits of each proposal will be evaluated carefully, based on responsiveness to the RFQ and the thoroughness and feasibility of the technical approach taken. Proposers must submit information sufficient to evaluate their proposals based on the detailed criteria listed below. PROPOSALS WILL BE SCORED AGAINST THESE CRITERIA, SO PLEASE BE CERTAIN THAT ALL CRITERIA HAVE BEEN ADDRESSED IN YOUR SUBMISSION.

2. Mandatory Qualification Criteria

Listed below are mandatory qualification criteria that establish conditions that must be met in order for the proposal to be considered:

- a. The project must specifically target AIDS-related health information needs of the affected community, their care givers, or the general public including, but not limited to, allied health professionals, social workers, or case managers. At least one of the organizations managing the project must be a community-based organization, library or department of public health.
- b. The project must be conducted within the United States.
- c. For proposals in the Standard Award category project budgets shall not exceed \$50,000, including indirect costs. For Express Award category the project budgets shall not exceed \$10,000.
- d. Every proposal must include Submission Category and Contact Information (Attachment D or Attachment E) as the cover of the entire proposal. Attachment D and Attachment E indicates the category for which the proposal is being submitted.

IV. INSTRUCTIONS FOR PREPARING THE BUSINESS PORTION OF THE QUOTATION

A. BASIC COST/PRICE INFORMATION

Proposers shall submit a detailed budget providing a breakdown and justification for the costs included in each expenditure category. The categories listed are not exhaustive and should be modified for the specific items you are requesting.

Use the Cost Breakdown Form supplied (Attachment I) to submit your budget.

B. INFORMATION OTHER THAN COST OR PRICING DATA

The information submitted shall consist of data to permit the Contracting Officer and authorized representatives (NLM staff) to determine price reasonableness or cost realism, e.g., information to support an analysis of material costs or information on prices and quantities at which the quoter has previously sold the same or similar items or carried out the same or similar work.

Any information submitted must support the price proposed. Include sufficient detail or cross reference to clearly establish the relationship of the information provided to the price proposed. Support any information provided by explanations or supporting rational as needed to permit the Contracting Officer and authorized representatives to evaluate the documentation.

The information may be submitted in the quoter's original format.

TECHNICAL EVALUATION CRITERIA

STANDARD AWARD

Criterion A

45 points

Technical Approach

The logic and feasibility of the technical approach to providing HIV/AIDS-related information services to the community in a way meaningful to the target community. The proposal should include sufficient detail to show an understanding of the project and describe how the project will be conducted, and what need(s) the project will help to meet. The rationale and need for the project must be clearly defined. Include also the approach to assess the value of the project. If the proposal is for an extension or expansion of a previously funded NLM project, the proposal should explain the need for the extension or expansion. It should address what has been learned from the earlier project and what changes, if any, will be made as a result of what has been learned. The impact of prior project(s) should also be discussed. Plans for continuing the project after the period of performance for this funding concludes should also be discussed.

Criterion B

35 points

Organization(s) Involved, Facilities, Personnel, and Resources

A description of the organization(s) making the proposal, its (their) primary clientele, services currently provided, experience, facilities and supporting documentation. The experience of the organization and its personnel in developing or conducting similar projects to provide information or information services about HIV/AIDS to members of the community. Demonstrated evidence of facilities and resources adequate to support the proposed project and letters of commitment from all the organizations involved in the project. Include descriptions of the proposed personnel (include CVs or resumes) who will actually carry out the project with their experience and qualifications.

Criterion C

20 points

Target Communities

Description of the target group(s) for this project and a description of their need for this project. The target groups should be clearly described along with any existing relationships between the proposer and the target populations. If available, include descriptions of any studies, needs assessments, evaluations, etc. that you or others have done to determine the needs for this project. Provide an indication of the potential impact on the target group(s).

TECHNICAL EVALUATION CRITERIA

EXPRESS AWARD

Criterion A

60 points

Technical Approach

The logic and feasibility of the technical approach to providing HIV/AIDS-related information services to the community in a way meaningful to the target community. The goals and objectives should be clearly stated, logical and feasible. The brief narrative description of the work to be carried out should be aligned with the stated objectives. The narration should briefly address the need for the project and potential impact.

Criterion B

25 points

Organization(s) Involved, Facilities, Personnel, and Resources

Complete listing of names and types of organizations involved should be included. Mention of their roles and responsibilities should be included in the general narrative. Descriptions of personnel who will be carrying out the work of the project should be included with indication of their qualifications, education, training and experience. CVs or resumes should be included, if available.

Criterion C

15 points

Target Communities

Target audiences should be characterized by use of the chart included in the Express application. There should be a clear or obvious relationship between the organizations involved and the target audience. If there is not, some narrative justification should be included. In the description of the assessment to be used there should be some indication of the potential impact on the target audience.

Funds may be requested for the following (these are examples only and are not meant to be all-inclusive):

- ❖ Purchase of equipment or materials for the project
- ❖ Salaries of additional staff to support the project or release current staff to carry out the project
- ❖ Document delivery
- ❖ Communications access costs
- ❖ Travel necessary for the project
- ❖ Developing, producing, and distributing materials for the project
- ❖ Evaluating the project
- ❖ Costs to obtain or provide training in accessing information resources

Notice: Provide clear and detailed justification for your approach. For example, do not propose developing a web page for your organization without including details about how this will improve information access for the target population and why another HIV/AIDS web page is necessary with all those currently available.